

Records & Archives Management Committee

J.V. Fletcher Library, Children's Story Room

Friday, December 1, 2006

3:30 pm

MINUTES

Present at the meeting were Ginny Moore, Chair, Jane Hinckley, Kaari Mai Tari, and new member Sandy Martinez.

Minutes

It was voted 3 – 0 with one abstention to approve the minutes of September 22, 2006. The minutes of October 20, 2006 were tabled until the next meeting because only two members who attended that meeting were present.

Community Preservation Grant application

K. Tari informed members of the January 15th CPA grant application deadline. An historic preservation application needs to be endorsed by the Historical Commission prior to submission as well. K. Tari has spoken with Roberta Maguire, Chair of the Historical Commission who is willing to accommodate our application with an additional meeting if necessary. The Historical Commission is meeting next on December 20th.

Members reviewed a records preservation timeline to help prioritize preservation projects. Several areas were looked at and may be combined in one grant application.

Minutes

Selectmen's minutes are currently being organized for microfilming. Microfilming funds exist in the Town Clerk's capital budget to cover those costs.

School Committee minutes are being surveyed by the Superintendent's secretary to assess volume to be microfilmed.

The Town Engineer has indicated that they have space to accommodate on-site scanning so that records don't need to be photocopied before being sent off site.

Plans

Engineering Dept. plans have been indexed and it is estimated that the scanning/microfilming project would include 8,000 sheets. The plans are stored flat.

Building Dept. estimates \$9,000 to index and scan/microfilm its plans. It is not clear how many plans are included in that collection that they are rolled, so that may increase the estimated cost.

Planning & Zoning Board of Appeals applications, decisions and plans need to finish being reorganized and indexed before being microfilmed and scanned. K. Tari and S. Martinez will meet next week to estimate the cost of labor to index the material.

Estimates

Boston Computer Scanning can provide on-site scanning and microfilming for \$1.50 per sheet. The estimate for scanning/microfilming 8 ½ x 11 sheets that are loose is \$.29 per page. The estimate for scanning/microfilming 8 ½ x 11 sized pages that are bound is \$.45 per page. K. Tari will get two more quotes for the work in time for the next meeting.

At 4:09pm the meeting adjourned to the Town Clerk's Office. J. Hinckley, S. Martinez and K. Tari finished paginating the Selectmen's minutes located in 3-ring binders in preparation for microfilming and scanning.

The working session concluded at 5:15pm. The next meeting of the Records and Archives Management Committee is scheduled for Friday, December 15, 2006 at 9:30am in the Mary Atwood Room to discuss the projects to be considered for a CPA grant.

Respectfully submitted,

Kaari Mai Tari